

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Transportation Division

DATE: 2 February 1952

FROM : Chief,

SUBJECT: Monthly Shop Operation - January

The following figures are submitted in accordance with your draft outlining the operation procedure of the Transportation Division, paragraph 7.

1. Repair Jobs	70
Labor	\$1369.50
Parts	882.93
2. Repair Jobs performed outside	9
Labor	\$173.50
Parts	164.00
3. Maintenance Work	109
Labor	\$1701.75
Parts	124.16

The above work was performed by three (3) Mechanics.

Cars washed	288
Cars lubricated	149
Cars polished	57
Oil changes	22
Tires repaired	34
Steam cleaned	4
Battery charges	12
Labor	\$1428.35

The above work was performed by four (4) Mechanic's Helpers.

There were eight (8) vehicles completed on rotation plan during the month.

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